

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal - Negotiation
PROFESSIONAL SERVICES

To: Date December 9, 2015
..... RFP-005-2016 (Professional)

Pursuant to 31 V. I. C. § 239 (a) (4) and the Rules and Regulations thereunder issued, the Government of the Virgin Islands, Property and Procurement, will receive proposals for the work described below. Proposals will be received until **Thursday, January 7, 2015 at 4:00 P.M.**

DESCRIPTION OF WORK

The Government of the Virgin Islands, Department of Property and Procurement is requesting proposals from qualified contractors for the following services: **RFP-005-2016(P) Webmasters Services for the Elections System of the Virgin Islands.**

SCOPE OF SERVICES: SEE ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals, the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be the most highly qualified to provide the services herein required**. Discussions will be conducted successively and severally with the firms or persons so selected regarding the anticipated concepts and the relative utility of alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS:

Selection criteria will include (i.) Professional qualifications, registration and general reputation of the principals of the firm; (ii) the extent to which the firm or person specialized in or has designed project of a type and scope similar to that hereunder; (iii) familiarity with the area in which the project is to be located; (iv) capability of meeting schedules; and (v) quality of performances on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or persons with whom a contract shall be negotiated**. The Commissioner, with the assistance of the Selection Committee shall negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated? Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order of preference and their competence and qualification, and shall continue until an agreement is reached.

Randolph N. Bennett
Commissioner Designee
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

This project is for, the following services: **RFP-005-2016(P) Webmasters Services for the Elections System of the Virgin Islands.**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, hereinafter referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall be considered.

Applicants are requested to submit proposals based on the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Chief of Procurement & Contracts, Lloyd T. Bough Jr. at lloyd.bough@dpp.vi.gov.**

B. STATEMENT OF PURPOSE

This project has been addressed to assist the Government of the Virgin Islands in meeting The need for the following services: **RFP-005-2016 (P) Webmasters Services for the Elections System of the Virgin Islands.**

C. PROPOSED SCOPE OF WORK

SEE ATTACHED SCOPE OF WORK

D. TIMETABLE.

1. Proposals will be accepted at the Department of Property and Procurement, no later than **Thursday, January 7, 2015 at 4:00 P.M.**
2. Last Day for Questions: **Wednesday, December 23, 2015 at 4:00 P.M.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit seven (7) sets of proposals (one (1) original and six (6) copies), which are to be delivered to the Department of Property and Procurement during normal business hours, no later than Wednesday, January 6, 2015 at 4:00 P.M.

They shall be addressed to:

Randolph N. Bennett
Commissioner Designee
Department of Property and Procurement
#3274 Estate Richmond, Christiansted
St. Croix, U.S. Virgin Islands 00820-4200

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS - DO NOT OPEN

RFP-005-2016(P)
(Name of Offeror)
(Mailing Address of Offeror)
(Telephone Number of Offeror)
(Fax Number of Offeror)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to the Department of Property and Procurement before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Chief of Procurement & Contracts, Lloyd T. Bough Jr.** GVI will not respond to questions received after the above-established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined may disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Firm Name, address, fax and telephone
 - b. Type of service for which Firm is qualified.
2. Organization:
 - a. Names of Principals of Firm
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)
 - d. Copy of Article of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of Valid Business License
 - g. Copy of Certificate of Good Standing

3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects of similar type and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. **Cost:** The Cost Proposal must be submitted in a separate sealed envelope.

K. CONFLICT OF INTEREST

A bidder filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection, with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V. I. Business License to do similar business in the Virgin Islands. Bidders must submit hard copy of a valid V. I. Business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures that do business in the Virgin Islands must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as “**Additional insured.**” The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for any one occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for any one occurrence for property damage. Offeror must provide public liability insurance with ten (10) working days after award.
2. **WORKERS’ COMPENSATION:** Within ten (10) working days after award of project the successful offeror must submit a copy of their certificate providing that his firm and his agents are covered by Workers Compensation Employee’s Liability.

FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED AS NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDED OF THE CONTRACT.

N. REQUIREMENTS FOR CORPORATIONS:

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

ADDENDUM I

Scope of Work

1. The successful consultant will be required to meet with the Executive Team at the initiation of each phase of the project and to submit written reports at the conclusion of each phase. The System further expects ongoing and open communications between designated ESVI representatives and the consultant over the course of the contract. All products and recommendations must comply with applicable Local and Federal laws and enhance ESVI's ability to have a functional updated website at all times.
2. ESVI will provide the following information in support of this proposal:
3. Specific timelines associated with the project; and
4. Specific needs and expectations for developing a new website.
5. The following are project specifications related to designing and managing the website:
6. The consultant will be responsible for redesigning, developing and implementing the System's website ;
7. The consultant will provide ongoing analysis, maintenance, troubleshooting , and performance monitoring of the Internet site and domain;
8. The consultant will assist the System in gathering information and making decisions relating to WAN issues;
9. The consultant will make recommendations to the System regarding upgrades and security measures related to the Internet;
10. The consultant will ensure all Internet standards are met and that the System does not intentionally violate any standards that would place the domain in jeopardy ; and
11. The consultant will participate in Network Department team meetings (as needed) and offer input and suggestions on LAN/WAN projects.
12. Develop an electronic medium and methodology so that ESVI is in full compliance with the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA, 42 U.S.C. § 1973ff-7, as amended by the Military and Overseas

Voter Empowerment Act, Pub. L. No. 11-84, 123 Stat. 2190 (2009) ("MOVE Act").

13. Train identified users in the use of various programs, procedures, and in the uploading and downloading information to the website.
14. Creating WordPress theme based on the site's current design.
15. Migrate all content, multimedia, forms and functionality to the WordPress theme.
16. Set up pages, articles, posts and navigation
17. Set up proper widgets to show information like the Election timer, Trivia etc. that can be edited and managed from WordPress dashboard.
18. Implement 301 redirect so that pages cached by Google continue to work normally and there are no dead links.
19. Allowing ESVI site access on development to make sure you understand everything before approving to go live.
20. Fixing any issues you find during step # 6.
21. Making the WordPress site go live on your during a pre-decided time.
22. Making a backup of the old site, if you need it to check anything in future.
23. Install plugins to enable functionality

SPECIFIC NEEDS AND EXPECTATIONS:

ESVI is interested in a consultant that can provide the following specific needs as it relates to creating a state-of-the-art website:

- >- Website that will allow users to upload information;
- >- Website that will allow streaming of video and audio;
- >- Website that is in compliance with the Americans with Disabilities Act (ADA) and meets all other federal requirements;
- >- Training to allow ESVI personnel to upload information to the website;
- >- Ability to manage the content on the website, including, information pages, programming schedules, video, and audio
- >- Ability to design site layout, including, developing hypertext structure and active content;
- >- Ability to design site navigation tools - buttons, menu bars, icons;
- >- Ability to design graphic art for the website;
- >- Ability to create Internet links to sites;
- >- Ability to create user manuals and forms;
- >- Ability to provide ongoing security testing in order to avoid security breaches or site defacement;
- >- Ability to provide encryption for sensitive information;
- >- Ability to ensure compatibility with various browsers;
- >- Ability to provide search engine submissions, site index and map; and
- >- Ability to provide training for users.

2. Deliverables:

The Contractor will deliver required information relative to passwords, system configuration, manuals (operational & training), drawing and schematics, a pre and post report on the status of the website to the Elections System of the Virgin Islands prior to termination.